

CEA



CAREER EXECUTIVE ASSIGNMENT

An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

DEPARTMENT: Department of Corrections and Rehabilitation

POSITION: Chief of Support Operations
California State Prison, San Quentin
Division of Correctional Health Care Services
CEA Level 2

PENDING CONTROL AGENCY APPROVAL

FINAL FILING DATE: June 29, 2007

SALARY RANGE: \$7,558 - \$8,333

DUTIES/RESPONSIBILITIES:

The Chief of Support Operations for the Medical Department of the California State Prison, San Quentin will be responsible for policy formulation and implementation to carry out the administrative functions of the Medical Department. In this capacity, the incumbent will act as the primary policy advisor to the Health Care Manager and the Office of the Receiver in the areas of the Medical Department's Plant Operations; Contracts; Supplies; Communications; Medical Records; Human Resources; Employee Discipline; Labor Relations and Staff Training and Development. This position will also directly supervise the managers who are responsible for the above programs.

Duties include, but are not limited to:

- Directing the functions of all administrative services of the Medical Department; ensuring compliance with the application of all laws, rules, and regulations and identifying those laws, rules and regulations that are barriers to the Receiver's mission of providing constitutionally adequate medical care to inmates; and recommending necessary changes to those rules, etc.
- Providing leadership and guidance to the managers responsible for the individual administrative programs within the Medical Department of the Institution. Assisting the managers in identifying goals and objectives to establishing their respective programs and in carrying out their respective missions.
- Exercising authority to approve or disapprove program and project activities for the Medical Department; and directing changes in organization and management processes to achieve the program and policy goals of the Receiver. Consulting with and directing subordinate managers in establishing and implementing policies and procedures within their respective areas of responsibilities. Coordinating the implementation of the Receiver's Office directives and decisions relating to the administrative operations of the Medical Department in the Institution.
- Expediting resolution of sensitive and controversial problems and evaluating, advising, and providing assistance to the Health Care Manager and Receiver's Office in formulating short and long range goals.

MINIMUM QUALIFICATIONS:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

Or III

Must be a nonelected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

KNOWLEDGE AND ABILITIES:

Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends in public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management; the Department's equal employment opportunity program objectives; and a manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively promote equal employment opportunity in employment and maintain a work environment that is free of discrimination and harassment.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

These abilities and knowledge are expected to be obtained from the following kinds of experience: from paid or volunteer assignments; in State service; in other government settings; or in a private organization.

DESIRABLE QUALIFICATIONS:

- Experience in the management of the administrative services of a department such as, but not limited to, Communications, Plant Operations, Contracts, Human Resources, Supplies, Medical Records, Employee Discipline, Labor Relations, Budgets and Staff Training and Development.
- Well-developed oral, written, and interpersonal skills to effectively communicate with Executive Leadership, staff, and stakeholder groups.
- Ability to interact effectively with CDCR managers and staff, the public, law enforcement, and other governmental agencies.
- Experience in negotiation and coordination with outside stakeholders.
- Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures.

- Knowledge of the Department's Equal Employment Opportunity (EEO) Program objectives and a manager's role in achieving an EEO workplace.
- Ability to provide leadership, oversight, and direction to staff.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Staff Services Manager II, Correctional Administrator, or Parole Administrator I, including the implementation and/or evaluation of program policies. Experience which shall have demonstrated the ability to communicate with Legislators, local governmental jurisdictions, community and civic leaders. Experience in the development and implementation of policies and procedures.

EXAMINATION INFORMATION:

This examination will consist of a review by an executive screening committee of the candidates' Statement of Qualifications that describes their experience, knowledge and abilities as they relate to the desirable qualifications identified in the bulletin, using predetermined evaluation criteria. In order to be successful in this examination, a minimum rating of 70 percent must be attained. Each candidate will be notified in writing of the examination results.

Interested applicants who meet the minimum qualifications **must submit:**

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications listed above.
- A **Statement of Qualifications** that describes your experience, knowledge, and abilities as they relate to the desirable qualifications identified in this bulletin. You must provide specific examples. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. It should not exceed four pages in length or be less than 12 font. **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

USE AND APPLICATION OF EXAMINATION PROCESS:

The results of this examination will be used solely to fill the Chief of Support Operations, California State Prison, San Quentin, Division of Correctional Health Care Services, CEA Level 2 vacancy. For further information regarding this position, please contact Toni Dodds at (916) 327-8033.

FILING INSTRUCTIONS:

A Standard State Application (Form 678), Resume, and Statement of Qualifications must be submitted and postmarked by June 29, 2007 to Toni Dodds, Executive Recruitment and Appointments, P.O. Box 942883, Sacramento, California 94283-0001 or in person at 1515 S Street,

Room 108-N, Sacramento, California. Applications postmarked, personally delivered or received via interoffice mail after this date will not be accepted for any reason.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address listed above for Executive Recruitment and Appointments.

GENERAL INFORMATION:

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this examination, and all candidates who pass will be ranked according to their scores.

The California Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

DEPARTMENT OF CORRECTIONS AND REHABILITATION

MISSION STATEMENT: *To improve public safety through evidence-based crime prevention and recidivism reduction strategies.*

VISION STATEMENT: *We will end the causes and tragic effects of crime, violence, and victimization in our communities through a collaborative effort that provides:*

- *Intervention to at-risk populations*
- *Quality services from time of arrest*
- *Successful integration back into society*